October 19, 2018

Vendor’s Name

Attn:

Address

**Reference: Project Name**

####  **Project No.:**

## **Subject: CFX Purchase Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear \_\_\_\_\_\_\_\_:

Central Florida Expressway Authority (CFX) Purchase Order \_\_\_\_\_\_\_\_\_\_\_\_ for the purchase of **material purchased (ie. prestressed concrete beams and piling)** for CFX Project No. and **project name** was executed by representatives of CFX and **Vendor’s name** on **date of agreement** in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ and was later supplemented by Change Order No. ­\_\_\_\_\_for $\_\_\_\_\_\_\_\_\_\_.

All materials described in the Purchase Order have been properly fabricated and have been delivered to Construction Company’s name. The final amount of the materials purchased is $0.00. Our records indicate that Vendor’s name has been paid to date the amount of $0.00. As such, the remaining amount due to Vendor’s name is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We request that Vendor’s name, by signing this letter, concur that $\_\_\_\_\_\_\_\_\_\_\_\_\_ is the total value of materials purchased, that $\_\_\_\_\_\_\_\_\_\_\_\_ has been received to date, that $\_\_\_\_\_\_\_\_\_\_\_ is currently due to complete payment, and that there are no unresolved time or money issues between Vendor’s name and the CFX (or between Vendor’s name and Construction Company’s name). If you agree that this represents a full and final resolution of this purchase order, please so indicate your acceptance where indicated below.

Thank you for your participation in the CFX Owner Direct Materials Purchase program. If you have any questions, please do not hesitate to call.

Respectfully,

**CEI Construction Services, Inc.**

Resident Engineer

cc: CFX - Director of Procurement

***Vendor’s name***  agrees to the purchase order amount, the previous payment amount, the amount currently due, and concurs that there are no outstanding matters between ***Vendor’s Name***, ***Construction Company’s name*** and the Authority in regard to this purchase.

Acknowledged by: ***\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **(*Print Name and Title below Signature)***